

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Human Resources Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors and performs human resource duties. Provides assistance with policy development. Coordinates organizational development, recruitment and the performance management system.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides assistance with policy development by consulting with and advising management on human resource activities, addressing potential problems, developing policies and interpreting and applying employment law and city code.
2	S	Acts as a consultant to the department by staying informed of business strategies and operations, reviewing proposed strategies, advising on procedural issues, conducting investigative hearings, performing classification reviews, recommending action, responding to pay administration inquiries, and coordinating recruitment issues with other departments.
3	S	Coordinates training and organizational development by collecting data, assisting with work process changes, consulting with management about departmental needs, designing and recommending solutions, conducting supervisory training in human resource issues, facilitating meetings, serving on interview panels and performing evaluations for department as requested.
4	S	Coordinates recruitment and selection by determining job qualifications, developing job announcements, suggesting recruitment strategies, answering applicant inquiries, arranging interview panels and instructing staff on proper interviewing techniques.
5	S	Coordinates the performance management system by providing training and information to employees and supervisors, helping to establish performance measures and goals, reviewing forms for accuracy, resolving issues between supervisors and subordinates and recommending performance improvements.
6	S	Facilitates change by assisting with strategic planning, analyzing policies and making recommendations, preparing reports, and preparing information regarding departmental policies or projects.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in human resources.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read employment laws, City codes, reports, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write departmental policies, documents, ordinances, memorandum, and state correspondence.
Managerial	Managerial responsibilities include supervising all activities and projects associated with human resources issues within the department.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size (programs, activities, projects or small organizational units).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, facilitating training sessions
Sitting	C	Computer, desk work
Walking	R	To/from office equipment, to/from training classes, inter-office
Lifting	O	Office supplies, files, audio-visual equipment
Carrying	O	Office supplies, files, audio-visual equipment
Pushing/Pulling	R	Audio-visual equipment
Reaching	O	Filing in file cabinet drawers
Handling	R	Office supplies, files, audio-visual equipment
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing in file cabinet drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in file cabinet drawers
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, facilitation of training classes, viewing of videos
Hearing	C	Telephone, co-workers, staff, supervisors, meetings, training classes
Talking	C	Telephone, co-workers, staff, supervisors, meetings, training classes
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, overhead projector, calculator, Standard Microsoft Windows and Office software, PeopleSoft, state LETS system, HR department program software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)